

**BOARD OF COUNTY COMMISSIONERS
AGENDA ITEM SUMMARY**

MEETING DATE: 6/16/04

DIVISION: COUNTY ADMINISTRATOR

BULK ITEM: YES

DEPARTMENT: AIRPORTS

AGENDA ITEM WORDING: Approval of Purchase Service Order for URS, for Noise Insulation Program, Phase 2 construction, and Phase 3 A & E, additional services, for the Key West International Airport.

ITEM BACKGROUND: These services will be funded by the Federal Aviation Administration, the Florida Department of Transportation, and Passenger Facility Charge Revenue.

PREVIOUS RELEVANT BOCC ACTION: Approval to submit Passenger Facility Charge Application # 6, 3/20/02, and approval to submit Passenger Facility Charge Application # 7, 2/19/03

CONTRACT/AGREEMENT CHANGES: New Agreement

STAFF RECOMMENDATION: Approval

TOTAL COST: 77,516.00

BUDGETED: Yes

COST TO AIRPORT: None

SOURCE OF FUNDS: FAA, FDOT, PFC Revenue

COST TO PFC: 3,875.80

COST TO COUNTY: None

REVENUE PRODUCING: No

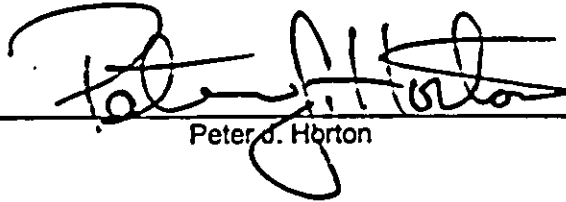
AMOUNT PER YEAR:

APPROVED BY: County Attorney X

OMB/Purchasing N/A

Risk Management N/A

DIRECTOR OF AIRPORTS APPROVAL



Peter J. Horton

DOCUMENTATION: Included X

To Follow

Not Required

AGENDA ITEM #

CU

DISPOSITION: _____

/bev
APB

MONROE COUNTY BOARD OF COUNTY COMMISSIONERS

CONTRACT SUMMARY

Contract #

Contract with: URS

Effective Date: Execution

Expiration Date: 200 days

Contract Purpose/Description: Noise Insulation Program Ph 2 and Ph 3, additional services

Contract Manager: Bevette Moore
(name)

5195
(Ext.)

Airports - Stop # 5
(Department/Courier Stop)

for BOCC meeting on: 6/16/04

Agenda Deadline: 6/1/04

CONTRACT COSTS

Total Dollar Value of Contract: 77,516.00

Current Year Portion: ~ 33,500.00

Budgeted? Yes

Account Codes: 404-63073-560630-GAKA70

Grant: FAA & FDOT

404-63075 560630-GAKA72

County Match: PFC Revenue

ADDITIONAL COSTS

Estimated Ongoing Costs: N/A/
(not included in dollar value above)

For: .
(eg. maintenance, utilities, janitorial, salaries, etc.)

CONTRACT REVIEW

	Date In	Changes Needed Yes No	Reviewer	Date Out
Airports Director	<u>5/24/04</u>	() <u>NA</u>	<u>Peter Horton</u> Peter Horton	<u>5/24/04</u>
Risk Management	<u>1/1</u>	() ()	<u>N/A Per OMB</u> William Grumhaus	<u>1/1</u>
O.M.B./Purchasing	<u>1/1</u>	() ()	<u>N/A Per OMB</u> Sheila Barker	<u>1/1</u>
County Attorney	<u>1/1</u>	() ()	<u>Pedro Mercado</u> County Attorney	<u>5/24/04</u>

Comments: _____

PURCHASE / SERVICE ORDER

FOR

MONROE COUNTY

To: URS

Purchase Service Order No. 03/04-30

Re: PSA Agreement, Dated 1-1-02

Resolution No. _____

Project Name: EYW - NIP Phase 2 & 3 Additional Services

Description of Services:

(See attached Exhibit "A")

Multiple of Direct Salaries _____

Lump Sum X

Reimbursable Expense _____

Days to Complete 200

Fee this Service Order \$ 77,516.00

Payment for Services shall be in their entirety as per PSO.

Prepared by:


Milford A. Reiser


Recommended by:



Date: 5-11-04

Date: 5-19-04

Accepted by:


Carlos Garcia

Approved by:

Date: 5/11/04

Date:

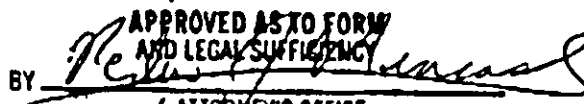
APPROVED AS TO FORM
AND LEGAL SUFFICIENCY
BY 
DATE 5/21/04 ATTORNEY'S OFFICE



EXHIBIT A

SCOPE OF SERVICES

EXTENSION OF STAFF: AIRPORT NOISE PROGRAM COORDINATOR KEY WEST INTERNATIONAL AIRPORT

This Scope of Services will describe tasks necessary to assist the airport with duties previously performed by the Airport Noise Program Coordinator, including certain homeowner liaison tasks as described below.

The Consultant Team is composed of the following firms:

- URS Corporation,
- C&S Engineers.

The Consultant shall provide services for Phase 2, from April 12, 2004 until October 31, 2004. The Consultant shall provide services for Phase 3, from April 12, 2004 until July 15, 2004.

The Consultant will provide staff on an as-needed basis to answer inquiries from and provide information to the public, the media, the County, and the Consultant Team, as appropriate. The Consultant will act as the liaison between the Homeowners and the County, and will attend the bi-monthly meeting of the airport's Ad-Hoc Committee on Noise. The next Ad-Hoc Committee meeting is scheduled for June 2004. Thereafter, there will be meetings in August and October 2004. The Consultant will prepare the Agenda Package and distribute the Agenda Package to the Ad-Hoc Committee Members in advance of these meetings. The Consultant will also prepare minutes of these Ad-Hoc Committee meetings.

The Consultant will schedule appointments as needed to meet with Homeowners, and members of the Consultant Team (as necessary) in the Project Office to view and discuss the window and door samples, product displays, etc. These appointments will coincide with other project-related trips to Key West.

Phase 2

The Consultant shall provide services for Phase 2, from April 12, 2004 until October 31, 2004.

The Consultant will review and determine the status of the legal documents for Phase 2. The Consultant shall follow up with Homeowners as necessary to obtain the Homeowner's signature on the *Monroe County – Homeowner Noise Insulation Contract* and the *Avigation Easement*. The Consultant will notarize the Homeowner's signature on these documents.

The Consultant will inspect items listed in the contract documents as Homeowner pre-work for satisfactory resolution, and where necessary, will address these issues with the Homeowner.

The Consultant will verify with the Homeowner the product selection styles, colors and finishes, the window grille configuration (if applicable), and the location of the air condensing unit (if applicable). The Consultant will follow up with Homeowners to assist in collecting this information.

The Consultant will complete the Construction Survey with the Homeowner. The Construction Survey provides written information for the contractor as to any special needs required at the project site. Such needs include assisting the Homeowner in moving furniture, storage areas required for items moved, special hours where the house is not accessible to the contractor.

The Consultant will be responsible for all written correspondence to Homeowners documenting scheduling issues, treatment changes, etc. The Consultant will be responsible for transmitting schedule or treatment changes to the Consultant Team and the Contractor.

The Consultant will verify Homeowner satisfaction and document that the Homeowner has received their warranty manuals. The manuals will list the length of workmanship and product warranties, and the names and telephone numbers of whom to call should warranty service be required.

The Consultant will schedule the final inspections with the Homeowners.

The Consultant will schedule appointments for post-modification noise audits with the selected Homeowners, allowing approximately 2½ hours per home.

Phase 3

The Consultant shall provide services for Phase 3, from April 12, 2004 until July 15, 2004.

THC is providing the A&E services for Phase 3. The Consultant will coordinate with THC to determine the appropriate tasks to be performed.

Consultant will attend Pre-Bid Meeting.

[illegible]

URS LABOR AND EXPENSE BUDGET
Implementation of Noise Insulation Program - Phase 2 - Extended Construction Schedule
Key West International Airport

Phase	Task	Description	URS Project Director		URS Project Manager		URS Administrative		Project Total Labor		
			\$/Hr.:	\$182	\$/Hr.:	\$129	\$/Hr.:	\$67	Hours	Cost	Hours
2	1	Project Mangement	4	\$728	12	\$1,548	4	\$269	20	\$2,542	
	2	On-Site Meeting (4/22/04)		\$0		\$0		\$0	0	\$0	
	3	Review of Program Files		\$0		\$0		\$0	0	\$0	
	4	Program Manager Duties		\$0		\$0		\$0	0	\$0	
	5	On-Site Meeting (5/04/04)		\$0		\$0		\$0	0	\$0	
	6	Homeowner Agreements		\$0		\$0		\$0	0	\$0	
	7	Avigation Easements		\$0		\$0		\$0	0	\$0	
	8	On-Site (3 Additional Weeks)		\$0		\$0		\$0	0	\$0	
	9	Administrative Support		\$0		\$0		\$0	0	\$0	
	10	Schedule / Pay Applications		\$0		\$0		\$0	0	\$0	
	11	Homeowner Liaison		\$0		\$0		\$0	0	\$0	
		Sub-Total Phase 2	4	\$728	12	\$1,548	4	\$269	20	\$2,542	
3	1	Coordination with THC		\$0	2	\$258		\$0	2	\$258	
	2	Attend Pre-Bid Meeting		\$0	10	\$1,288		\$0	10	\$1,288	
	3	Homeowner Agreements		\$0		\$0		\$0	0	\$0	
	4	Avigation Easements		\$0		\$0		\$0	0	\$0	
	5	Homeowner Liaison		\$0		\$0		\$0	0	\$0	
		Sub-Total Phase 3	0	\$0	12	\$1,548	0	\$0	12	\$1,548	
Grand Total			4	\$728	24	\$3,091	4	\$269	64	\$4,088	

May 15, 2003

COST ESTIMATE PER TASK

FIRM: C&S Engineers, Inc.			PROJECT TITLE: Key West Int. Airport RSIP - Phase II Additional Services & Phase III Services									
TASK NO: 2		TASK DESCRIPTION: Phase III Scope Items								DATE: 05/04/04		
		METHOD OF PAYMENT: FP <input checked="" type="checkbox"/> FPPE <input type="checkbox"/> T&E <input type="checkbox"/> CPFF <input type="checkbox"/>					PREPARED BY: McDermott, Pearson					
SUB-TASK NO.	SUB-TASK DESCRIPTION	LABOR HOURS PER JOB CLASSIFICATION										
		Principal	Project Manager	Const. Manager	On-site Inspector	Support						Total Hours
1	Coordination with THC	2	8	8	4							
6	Homeowner Liaison		4	8	12	40						
TOTAL LABOR HOURS		2	12	16	16	40						86
* LABOR RATES (\$/HR)		\$66.50	\$39.50	\$44.00	\$29.00	\$20.50						
LABOR COSTS (\$)		\$133.00	\$474.00	\$704.00	\$464.00	\$820.00						
EXPENSES												
SUB-TASK NO.	ITEM(S)	QUANTITY	UNIT PRICE	TOTAL PRICE	COMMENTS: :							
				\$0.00								
B2.2.1&2	Lodging (summer season)		\$125.00	\$0.00								
B2.2.1&2	Food		\$45.00	\$0.00								
B2.2.1&2	Car Rental		\$40.00	\$0.00								
B2.2.1&2	Plane Ticket		\$650.00	\$0.00								
B2.2.1&2	Misc.	1	\$50.00	\$50.00								
				\$0.00	FIRM'S TOTAL COST OF LABOR (or Fixed Price): \$2,595							
TOTAL EXPENSES:				\$50	FIRM'S TOTAL EXPENSES \$50							
SUB-CONTRACTORS: Firm Initials and Price Per Task					FIRM'S TOTAL COST (no Subcontracts or Fee) \$6,667							
FIRM:					TOTAL SUBCONTRACTOR PRICES: \$0							
AMOUNT:												

PRICE PER TASK SUMMARY

FIRM: C&S Engineers, Inc.				PROJECT TITLE:			DATE:		
				Key West Int. Airport RSIP - Phase II Additional Services & Phase III Services					
Type	TASK	LABOR (or FP)	INDIRECT COST	EXPENSES	TOTAL COST		FIRM'S TOTAL PRICE		PRICE PLUS SUBS
LS	1	\$17,374	\$26,930	\$8,630	\$52,934		\$59,285.74		\$59,286
LS	2	\$2,595	\$4,022	\$50	\$6,667		\$7,467.32		\$7,467
ESTIMATED TOTALS		LABOR (or FP)	INDIRECT COST	EXPENSES	TOTAL COST		FIRM'S TOTAL PRICE		PRICE PLUS SUBS
FOR FIRM:		\$19,969	\$30,952	\$8,680	\$59,601		\$66,753		\$66,753

Noise Coordinator and Other Miscellaneous Service Summary

1.	C&S (Subconsultant) NIP Phase II	\$ 59,286.00
2.	C&S (Subconsultant) NIP Phase III	\$ 7,467.00
3.	URS (Prime) NIP Phase II	\$ 4,088.00
4.	URS Administrative (10%)	\$ 6,675.00

Total PSO 03/04-30	\$ 77,516.00
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